

# FDIC FORMAL CONTRACTING FILE CHECKLIST

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RFP NO.:	DESCRIPTIONS OF SERVICES:	CONTRACT NO.:	
PROGRAM OFFICE (PO):	PROGRAM OFFICE REPRESENTATIVE:	PO REPORT NO.:	
CONTRACT AWARD DATE:	CONTRACT SPECIALIST:	OVERSIGHT MANAGER (OM):	OM EXTENSION:
CONTRACTOR:		POINT OF CONTACT (POC):	POC PHONE NO:
<input type="checkbox"/> CORPORATE		<input type="checkbox"/> CORPORATE LIQUIDATOR	<input type="checkbox"/> RECEIVERSHIP
<input type="checkbox"/> CONTRACT		<input type="checkbox"/> BASIC ORDERING AGREEMENT	<input type="checkbox"/> TASK ORDER
<b>INSTRUCTIONS:</b> <i>Check below as appropriate. (If not applicable, check N/A)</i>			
<b>ITEM #</b>		<b>IN</b>	<b>N/A</b>
	<b>PART 1 - SOLICITATION DOCUMENTATION</b>		
1	Requirements Package/Expenditure Authority		
2	Contract Milestone Schedule		
3	Source Selection Plan		
4	Solicitation List/MWOB Status		
5	RFP Package		
6	RFP Amendments		
7	Offerors Conference Documentation		
8	RFP Questions/Answers Documentation		
9	Proposal Submission List		
10	Proposals (Separate File with Evidence of Date/Time Stamped)		
11	Legal Review ( > \$100,000 )		
12	ODEO Review ( > \$ 50,000 )		
	<b>PART II - PROPOSAL EVALUATION DOCUMENTATION</b>		
1	TEP Written Instructions/Technical Criteria Sheets		
2	TEP Kick-Off Meeting Documentation		
3	TEP Confidentiality & Conflict of Interest Certifications		
4	TEP Report		
5	TEP Members' Evaluation Rating Sheets		
6	TEP Members' Past Performance Questionnaire		
7	Price Proposal Scoring Documentation		
8	Combined Technical/Price Scoring Documentation		
9	Competitive Range Determination		
10	Clarifications Documentation		
11	Technical Discussions/Negotiations Documentation		
12	Best and Final Offer (BAFO) Requests		
13	BAFO Proposals (File with Original Proposals)		
14	Technical Evaluation of BAFO Proposals		
15	Addendum to TEP Report		
16	BAFO Price Proposal Scoring Documentation		
17	Combined BAFO Technical/Price Score		

ITEM #		IN	N/A
	<b>PART III – SELECTION DECISION DOCUMENTATION</b>		
1	Selection Recommendation Report		
2	Successful Offeror Proposal/BAFO Proposal		
3	Eligibility Certification Form		
4	Contractor Certification Form		
5	Background Investigation Documentation		
6	Reference Checks		
7	Financial Capability Review		
8	Pre-Award Survey		
9	Unsuccessful Offeror Letters		
10	Debriefing Material/Documentation		
11	Protest Material/Documentation		
	<b>PART IV – CONTRACT AWARD DOCUMENTATION</b>		
1	NCS Check (Disqualifying Conditions)		
2	Executed Contract		
3	Executed Contract Modifications		
4	Insurance Certificates		
5	Post-Award Kick-off Meeting (Internal)		
6	Contract Administration Plan		
7	Oversight Manager/Technical Monitor Letters		
8	OM/TM Notification to Contractor		
	<b>PART V CONTRACTOR PERFORMANCE/ADMINISTRATION DOCUMENTATION</b>		
1	Contractor Reports		
2	Site Visit Documentation		
3	Contractor Performance Evaluation ( $\geq$ \$50,000)		
4	Deliverable Inspection and Acceptance Documentation		
5	Contractor Performance Evaluation Form		
6	Subcontracting Plan		
7	Quarterly Subcontracting Activity Report		
8	Invoices & Invoice Log		
9	Claims Material/Documentation		
	<b>PART VI – CORRESPONDENCE &amp; CLOSEOUT</b>		
1	Pre-Award Correspondence		
2	Post Award Correspondence		
3	Internal Emails		
4	Closeout Checklist		
5	Acceptance of Deliverables		
6	Final Payment Documentation		
7	Other Closeout Documentation		

I certify that the contract file is complete and conforms to the requirements of the APM.

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date